

Children's Online Privacy Protection ACT (COPPA)
Parental Notification and Consent Form

Dear Parent/Guardian,

Your child has requested to receive services from Louisiana Office of Student Financial Assistance (LOSFA) via our virtual office hours. LOSFA will host virtual office hours from 9AM - 4PM, Monday through Friday. During these hours, our staff is available to answer questions related to the FAFSA, Student Hub, TOPS award and/or the TOPS process, START, and more. During these unprecedented times, it is important to stay in the know and connected, so students have what they need to prepare for college.

The Children's Online Privacy Protection Act (COPPA) requires LOSFA to provide parental notification and obtain parental consent before collecting personal information from your child(ren). Personal information includes your child's first name, last name, phone number, and email address. LOSFA will only collect this information to provide assistance to your child(ren). LOSFA will not distribute this information to any third parties.

In order for students under the age of eighteen to participate in LOSFA's virtual office hours, a parent/guardian must acknowledge receipt of this notification and complete the consent form below. Without receipt of acknowledgment and consent, your child(ren) will be unable to participate in virtual office hours. Please fill out the consent form below, and upload at <https://mylosfa.la.gov/virtual-office-hours-with-losfa-staff/>.

I am the parent/legal guardian of _____. I have received LOSFA's COPPA notification and consent to allow my child to submit information in order to participate in virtual office hours.

Parent/Guardian name _____

Parent/Guardian signature _____ Date: _____

If you have any questions or concerns please contact _____. You may access LOSFA's full privacy policy at <https://mylosfa.la.gov/privacy-policy/>.